

**MINUTES
BEXAR COUNTY
EMERGENCY SERVICE DISTRICT NO. 6
REGULAR MEETING
Monday, April 20, 2015**

In accordance with chapter 551 of the Texas Government Code, notice is hereby given to the public that the Commissioners of the Bexar County Emergency Service District No. 6 had a regular board meeting on April 20, 2015 at 6:30 pm at the ESD, No. 6 District Office located at 2220 S. Loop 1604 East, San Antonio, TX 78264.

1. Call to order:

Meeting was called to order at 6:37 pm.

2. Establish a quorum:

A quorum was established. Board members in attendance were Sofia Castillo, Ray Lopez, Isaac Griego, and Chris Cavazos.

3. Citizens to be heard: (3 minute limit)

There were no citizens to speak.

4. Treasurer's report:

Commissioner Griego noted that the fiscal year on the budget year to date report should read 2014 – 2015 not 2013 – 2014. Commissioner Cavazos advised a transfer will have to be made in the amount of \$152,500 from the reserve account to the operating account to pay the quarterly payment to ESD, No. 2 per the interlocal agreement. Current balances were reported as follows: \$143,036.53 Operating Account; .20 cents Debt Service Account; \$495,061.13 Reserve Account; \$55,000 Fire & Rescue Account. Motion was made by Commissioner Lopez to approve the treasurer's report as presented with the correction to the fiscal year as noted. Motion was seconded by Commissioner Cavazos. Motion carried 4/0.

5. Consider approval of the minutes for the Wellness Extravaganza on March 28, 2015 and Regular Meeting on March 31, 2015.

Motion was made by Commissioner Cavazos to approve the minutes for the Wellness Extravaganza on March 28, 2015 and the regular meeting on March 31, 2015. Motion was seconded by Commissioner Griego. Motion carried 4/0.

NON-ACTION ITEMS:

6. Written Operations Report: The Board will discuss a monthly written status report from District 2 Fire & Rescue in regards to call volumes, run reports, and response times in the District 6 area (Areas 161 & 163) year-to-date. The Report will include the operational capacity of trucks, upcoming or past trainings for the month, public relations or community events, and any other pertinent information and supplementary oral briefing as needed.

Report was given by Lt. Patrick Juarez. Station 161 had 155 calls for the month of March with an average response time of 7:57. Station 163 had 42 calls with an average response time of 8:08. The top 5 EMS calls were reported as follows: 16 calls for sick person; 15 calls for motor vehicle crash; 14 calls for assault; 12 calls for breathing problems; 11 calls for psychiatric problems; and 10 calls for unconscious person.

Lt. Juarez reported 2 public relations events for March; the wellness extravaganza on March 28th and the Festival at El Carmen Catholic Church on the same day. The apparatus report included Engine 161 in the shop for repairs and the 2 ESD6 owned brush trucks out of service while they are advertised for sale.

7. Status Report with Action Items: The Board will receive a status report regarding items assigned and follow-up from previous board meetings including:

- **ISO requirement (short-term/long-term) to protect fire engines from inclement weather in order to get credit for the stations. (Commissioner Cavazos)**

Commissioner Cavazos said he was waiting on a sketch from the draftsman and he is considering a metal building due to the size needed. This item will be placed on the agenda at a later date for possible action at Commissioner Cavazos' instruction.

- **Clean up / Safety / Security effort for property at 19500 Hwy 281 South, San Antonio, TX 78221. (Commissioner Castillo)**

Commissioner Castillo reported that she had been in contact with the neighbor to the property, Mike Fernandez. Mr. Fernandez said he would shred the lot and remove the large piles of debris for \$700. He also said the old trucks are on his property so he is going to be hauling them off as well.

- **Credit Card / Debit Card Policy and Procedure draft for adoption in Policy Manual. (Lou Rosenberg)**

This item is pending receipt of the draft from Mr. Rosenberg's office.

ACTION ITEMS:

8. The Board will discuss and consider declaring the manufactured home Palm Harbor home at 19500 Hwy 281 South, San Antonio, TX 78221 surplus, salvage, transfer to ESD6 Fire & Rescue, Inc. and advertise for sale with removal to further facilitate clean up of the lot.

Motion was made by Commissioner Lopez to declare the home surplus and advertise the manufactured Palm Harbor home for sale for \$5,000 to be removed at the buyer's expense. Motion was seconded by Commissioner Griego. Motion carried 4/0.

Motion was amended by Commissioner Cavazos to declare the home surplus and transfer the title of the Palm Harbor home to Emergency Service District 6 Fire and Rescue and then advertise it for sale at a price of \$5000 and to be removed at the buyer's expense. Motion was seconded by Commissioner Griego. Motion carried 4/0.

9. The Board will receive a report on the tax exempt status of the real property at 19500 Highway 281 South and direction to establish status as tax exempt if action required.

Staff was directed to confirm that the property is reflecting the tax exempt status and to correct the name of the property owner. No action was taken on this item.

10. The Board will be asked to discuss and consider setting maximum time limits on Regular Monthly Board of Commissioners Meetings.

The Board briefly discussed the pros and cons of setting time limits on meetings and the possibility of that action creating a need for special meetings if items remain unaddressed when time limits are up.

Mr. Lou Rosenberg arrived at the meeting at 7:11 pm.

Motion was made by Commissioner Lopez to set a maximum time limit on regular monthly meetings of one and a half hours on the condition that meetings may be extended if necessary to complete the agenda.

Motion was seconded by Commissioner Griego. Motion carried with a vote of 2/1.

Aye – Lopez, Griego

Nay – Cavazos

Abstaining – Castillo

11. The Board will receive a status on disposition of the brush trucks.

This item was tabled until the next meeting to allow time for the advertisement of the trucks on www.texasfiretrucks.com.

12. The Board will be asked to consider approval of the bills for ESD, No. 6 due and payable for the month of April for a total amount of \$166,321.63.

Motion was made by Commissioner Lopez to approve the bills for ESD, No. 6 as presented. Motion was seconded by Commissioner Cavazos. Motion carried 4/0. Itemized bills are as follows:

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|--|----------------------------|
| <i>Office lease</i> | <i>\$325.00</i> |
| <i>AT&T</i> | <i>\$140.00 (approx.)</i> |
| <i>Louis T. Rosenberg, P.C.</i> | <i>\$6,370.00</i> |
| <i>ABIP, CPA (Audit work, partial)</i> | <i>\$3,935.00</i> |
| <i>Employee payroll</i> | <i>\$1,416.48</i> |
| <i>Employee reimbursements</i> | <i>\$15.67</i> |
| <i>TWCC Quarterly</i> | <i>\$6.48</i> |
| <i>941 Quarterly</i> | <i>\$1,613.00</i> |
| <i>ESD, No. 2 Quarterly payment</i> | <i>\$152,500.00</i> |
| <i>Total</i> | <i>\$166,321.63</i> |

13. Adjourn:

Meeting was adjourned at 7:21 pm.